



Office of the City Clerk

Weekly Report – for Week Ending April 3, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

City General 2015 Election:

82 poll workers were recruited of which 36 were bilingual in one of the 11 federally and City mandated languages. For this election season (Primary and General Elections combined), staff has attended 171 events since the launch of the “L.A. City Votes!” campaign, recruited 1,101 poll workers, 44 percent of which are bilingual, and registered 387 people to vote.

Enhancements were made to the Election supply distribution mapping application to improve the process for assigning priority rankings to delivery stops.

Staff added additional disk capacity on the election systems to accommodate new data for the coming general election. Security patches have been updated on all Election systems in preparation for the run-off election.

In-House Elections

Election for the Board of Fire and Police Pensions Retired Members - The election was held on March 31 and the Tally conducted this week. Approximately 1,400 ballots were returned out of the 2,687 ballots that were mailed.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	1/4
Number of Notices/Publications	10
Number of Contracts Attested	36
Number of Council Files Created	65
Number of Claims Received	116
Number of Referrals	37
Number of Council Meetings	4
Number of Committee Meetings	7

Novus Electronic Document Submission - Since rolling out the system, 685 documents have been submitted electronically from 27 city departments. Training was provided to nine staff members of the Planning Department this week. The new system is allowing departments to submit documents 24x7.

Electronic Claim for Damages form - Of the 116 claims received this week, 58% or 67 claims were submitted electronically. The new system has allowed constituents to submit claims after hours, on the weekend and holidays. 10 claims were filed on the Cesar Chavez city holiday that normally would have had to wait until the next business day.

Neighborhood and Business Improvement Districts - Staff participated in conference calls with consultants for the Gateway to LA Business Improvement District renewals and met with Council District 14 staff relative to the Arts District.

Navigation Bar - Per a Mayor’s Initiative, the City of Los Angeles NavBar is now available on all City Clerk’s public facing web pages.

ESRI Public Sector CIO Summit - The Executive Officer and Systems Director attended a two-day Chief Information Officer Summit. This provided the opportunity for IT directors to network with other cities and counties and share ideas on delivering geographic information systems to the general public.

TOP ITEMS

- ***Preparation for the General Municipal Election Continues***
- ***Board of Fire and Police Pensions Retired Members Election Tally***
- ***27 City Departments Submitting Documents Electronically***



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Fiscal - Staff processed transfers and invoice payments for various Council controlled trust funds; submitted the March 2015 Financial Status Report; and transmitted the Year-End Financial Deadline Memo to all Division Heads, City Council and the Mayor's Office.

AB1290/Council - Staff received 39 new allocation requests; has 11 contracts in process; six (6) contract closeouts in process; has processed two (2) payments; closed two (2) contracts; and executed one (1) contract.

General City Purposes - Staff reviewed 99 GCP allocation requests; processed 11 invoices for payment; and coordinated with CLA and Council staff on end of term expenditure of GCP funds.

Personnel - Staff held five (5) new employee orientations and one (1) Exit interview; coordinated the hiring of one Accounting Clerk II for the Fiscal Section; coordinated with the Personnel Department to re-certify the Management Analyst list to fill a NABID position; coordinated with Union representatives to discuss a potential grievance issue; and followed-up with a final request for annual filing of Ethics Form 700 with all Council Offices.

Records Storage RFP - Contract negotiations with the recommended vendor are in progress. An extension to the existing contract was approved by the City Council on April 1st to enable departments to continue to pay the current vendor during the transition to the new vendor.

Microfilm Conversion of City Council Minutes - 8 reels of microfilm were converted to a digital format this week. The City Council minutes are now available on line back to May of 1889.

Records Destruction - Lists were prepared for four departments of 307 boxes of records in the City Records Center that are eligible for destruction. To date this calendar year, 30 departments have been notified.

Archives Research - The Division assisted the Police Department with an effort to retrieve photographs of deceased police officers, provided a council file and a copy of a ballot measure to the Mayor's Office, assisted the Department of General Services and the Controller's Office in locating old contracts and payment records, and assisted the City Attorney's Office with a discovery request.

ISSUES

None to report.

UPCOMING. . . .

Council Recess - Friday, April 3 through Friday, April 10, 2015